

Computation Advisory Committee (CAC)

Call for Proposals 2009-2010

The university-wide student computer fee was established to provide improved computer facilities throughout the university, to stimulate the use of computer-based instruction, and to help place Iowa State University as a leader in the use of technology for instruction. The focus of this annual call is projects that have a broad impact on student use of academic technology and represent innovative uses of technology at Iowa State University. Additional innovative projects will be funded that are focused on student instruction but have inadequate funding from other sources of student computer fees and are deemed worthy of financial support.

This document is a **CALL FOR PROPOSALS** that address university needs for instructional technology support from Central Pool funds. **Total funds in the Central Pool for competitive proposals are anticipated to be \$375,000 for 2009-2010.**

Proposal Categories

CAC will give the highest funding priority to proposals that fall into one or more of the following categories:

- Proposals that would support campus groups or units that do not receive other CAC funding;
- Proposals for truly innovative projects that “push the envelope” and are not likely to be funded through other funding streams;
- Proposals for larger projects that require more monies than are currently available through other funding streams; and/or
- Proposals that facilitate interdisciplinary, cross-College projects.

Evaluation Criteria

Central Pool funds are intended to benefit the general instructional program and environment at Iowa State University. Evaluations of proposals will be based on the following criteria:

1. Category Fit:

The proposal should describe how it qualifies for any of the Proposal Categories listed above.

2. General Student Benefit:

The proposal must clearly identify how the project will benefit the student body. Proposals are encouraged to include evidence of student interest and support for the project. Although some students may benefit more than others from a proposed project, the facilities and services funded through the Central Pool must be available to the student body or be in direct support of student technology activities to an extent commensurate with contributions from the Central Pool. All funded proposals must

clearly identify how the project will benefit the instructional program at Iowa State University.

3. Innovation:

The proposal must clearly identify how the project will be innovative for the university. Proposed projects should include innovative means to provide information technology access and capability for Iowa State University students. The Central Pool funding system is designed to encourage both students and faculty to implement state-of-the-art technology opportunities for students and provide models of innovative uses of information technology that can be replicated by others.

4. Cost Efficiency:

Proposals should aim to provide the greatest benefit to the instructional program and environment at ISU for the least cost. Cost efficiency may result from efficient design, cost sharing, in-kind staffing or support, or other approaches that maximize the effect of Central Pool expenditures. The expected benefit of a proposal will be evaluated in terms of student access to information technology and the value of that access to the instructional program at ISU.

5. Integration:

Proposals should clearly identify how the proposed project will integrate with existing university technology programs. All proposals must detail how they will comply with university standards and other policies regarding computing and networking.

Proposal Preparation

Proposals may originate from students, faculty, or staff but must be connected to an administrative unit of the university. It is expected that campus-wide proposals will come from a collaboration of several units. In this case, each administrative office will include the campus-wide proposal in its prioritized list submitted to CAC. Groups of students with a faculty advisor are encouraged to submit proposals. All proposals must come to CAC after being submitted for prioritization to the major administrative office to which the unit reports. Academic departments must submit their proposals through their Dean; units reporting directly to a vice president must submit their proposals through the office of that Vice President.

Projects which involve a joint effort or cost sharing between two or more units must be submitted as a single proposal. All projects must be headed by a single project leader (faculty or staff) while student-submitted proposals may include a student leader in addition to a faculty or staff leader. All administrative offices whose units are involved in a joint project should review and prioritize the proposal.

People preparing proposals should first contact the administrative unit (for example, your college Dean, a Vice President office, etc.) through which they plan to submit their proposal and obtain submittal deadlines. Only one prioritized set of proposals will be accepted from each administrative unit. Individual proposals which have not been reviewed in their administrative unit will not be accepted. Samples of successful

proposals from previous years are available through College CACs and on the CAC web-site (www.iastate.edu/cac).

Schedule

1. Individual proposals should be submitted to the college or other appropriate administrative office for review by the deadline established by the reviewing unit. Interdisciplinary, cross-College proposals should comply with review deadlines for all relevant units.
2. College or other computation advisory committees are asked to comment upon and prioritize all proposals when such an advisory committee exists.
3. The Deans or administrative officers are asked to comment upon and prioritize all proposals.
4. By no later than **Friday, March 13, 2009**, the Deans or administrative officers must forward **one signed copy** of all proposals, comments and prioritized lists to the Chair, Computation Advisory Committee, 291 Durham Center.
One electronic copy must also be included with the signed copy or forwarded electronically to admin-cac@iastate.edu. Questions about the CFP or process may also be sent to this email address.
5. CAC will review the proposals and make recommendations for funding to the CIO and the Executive Vice President and Provost for approval.
6. It is anticipated that awards will be announced by **May 22, 2009**.
7. Project funds will be available for expenditure from the date of announcement **until June 30, 2010** (or later for projects approved as multiple year projects).
8. The project leader is responsible for submitting a project report detailing the expenditure of funds and how the project met its goals and objectives by **September 1, 2010**. Multiple year projects are expected to submit annual reports until project expenditures are concluded.

Proposal Format

Proposals that do not comply with the preparation instructions may be returned and not evaluated. Proposals should be short, concise and in the following outline format.

1. Cover Page

- A. **Project Title:** A descriptive title in 15 words or less.
- B. **Proposal Category:** Indicate which of the **Proposal Categories** on page 1 this project addresses.

C. **Proposer(s):** List the names of the faculty, staff and students who developed the proposal.

D. **Proposing Unit(s):** List the units involved in developing this proposal.

E. **Reviewing Administrative Unit(s):** List the College and Vice President unit(s) that is/are responsible for reviewing and prioritizing the proposal. Include an administrator approval signature from each unit.

F. **Project Leader:** List the name, phone number, e-mail address and signature of the project leader. Student led projects must include a faculty/staff leader in addition to the student leader.

2. Project Overview and Expected Benefit (Please limit this section to no more than two pages.)

Describe the proposed project in general terms. Describe how the project will provide general student benefit at Iowa State. Describe the innovative features of the proposal. Describe the expected benefit to the instructional program or environment at ISU. Describe any cost efficiency designed into the proposal. Describe how the proposed project will integrate with the existing facilities, computer environment, and network at ISU. Supporting information beyond the two pages may be included in a short appendix.

The following points should be addressed:

- A. Description and intended purpose for all project expenditures.
- B. How will the proposed facilities or services be made available to students? Specific details are required such as hours available for general student use, the student population that would benefit from the proposal and specific courses that would benefit.
- C. If the proposal involves the development of an innovative model, indicate how this model will be disseminated to others at Iowa State.
- D. If the proposed project requires special new technologies, describe how these requirements will be met.
- E. Identify university facilities that would be needed for the proposed project.

3. Support and Maintenance

If new or remodeled university facilities will be required by the project, describe how these will be funded.

Support for recurring costs beyond the term of this project will not be supported through Central Pool funding. Identify how the anticipated costs for support and maintenance will be covered after the termination of this project.

4. Budget

All expenditures of student computer fees, including proposals in response to this call for proposals, are expected to conform to the “Guidelines for Appropriate Expenditure of Income from the Student Computer Fee” (see Appendix).

Multiple year projects may be considered. Budgets for multiple year projects should include annual budgets for each year of the project. If multiple year projects are funded, the complete budget will be charged against the total amount awarded for the current year. In all cases, funds are held by CAC until they are expended.

- A. Prepare a table similar to Table 1 to identify the costs and proposed source of funding for hardware, software, personnel and other materials needed for the proposed project. Include the unit price, quantity, total price and the source of funding for each item. Calculate the total amount requested.
- B. Because funding recommendations will be limited to the items in the budget, please make the budget complete. Minor budget adjustments may be approved but significant changes involving the size or scope of the project will normally require a complete committee review. Total expenditures shall not exceed the total amount approved for a project without a complete review by the Computation Advisory Committee (CAC).
- C. All or part of a proposal may be funded. CAC reserves the right to make line-item adjustments to a proposed budget.

**Table 1. Itemized Budget
(Costs for the Entire Project)**

Description of Item	Number	Unit cost	Total Cost by Funding Source	
			Central Pool	Other (Specify)
Hardware				
Software				
Other				
Total				

Appendix

Guidelines for Appropriate Expenditure of Income from the Student Computer Fee

Approved by Computation Advisory Committee, CAC, on May 9, 1991
Amended on November 19, 1993, March 7, 1996 and December 1, 2005

These guidelines apply to the use of all student computer fee funds (Central Pool, College Pool, or any other funds supported by student computer fees). The expectation is that committees with half of their members consisting of Iowa State students establish priorities and make decisions about the expenditure of student computer fees. The Computation Advisory Committee, CAC, should be consulted for interpretation of these guidelines or the perceived need for revisions of these guidelines.

I. USE CATEGORIES

- A. The types of uses deemed to be **supportable** are:
 - 1. Information technology resources for all Iowa State University students.
 - 2. Information technology resources by faculty and staff (provided that such use is directly related to instruction).
- B. The types of uses deemed **inappropriate for support** are:
 - 1. Sponsored research and consulting by students, faculty or staff.
 - 2. Un-sponsored research or consulting by faculty or staff.
 - 3. Staff work not directly related to instruction.
 - 4. Construction and renovation of physical facilities, including furniture and wiring.
 - 5. Purchase of major information technology equipment (greater than \$25K per system) without consultation with CAC.
 - 6. Personnel on appointments exceeding two years.

II. EXPENDITURE CATEGORIES (intended principally for the supportable uses listed in section IA)

- A. **HARDWARE** – Purchase, maintenance, replacements or upgrades of university-owned equipment
- B. **SOFTWARE** – Purchase, maintenance, replacements or upgrades for university-owned machines and/or site licenses
- C. **EXPENDABLE SUPPLIES** (e.g., paper, toner, media, etc.)
- D. **STUDENT ACCESS TO NETWORKS**
- E. **SECURITY AND PROTECTION** against loss through theft of computers and computer peripherals (e.g. tie downs, special door locks, video surveillance systems, and payment of insurance premiums)
- F. **SUPPORT PERSONNEL** directly involved with hardware/software assistance and maintenance (e.g. lab monitors)
- G. **PERSONNEL INVOLVED IN COURSE DEVELOPMENT** as deemed appropriate by the colleges and departments for courses that make use of information technology resources. These expenditures may be for all Iowa State University student support, Information Technology Services personnel support, and general support costs (which may include expenditures to foster and promote course development).
- H. **OTHER SERVICES or FEES** related to the use of information technology for class development or delivery.